



City of Austin - JOB DESCRIPTION



Austin Energy Emergency Management Coordinator

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	13302	Salary Grade:	ZF4
Approved:	December 01, 2000	Last Revised:	January 29, 2008

Purpose:

Under general supervision, responsible for the design, development, coordination, implementation and maintenance of Austin Energy's emergency response plan, including department lead coordinator for AE business continuity plans.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prepare and maintain all emergency plan documentation.
2. Coordinate all emergency plan activities.
3. Define roles and responsibilities necessary for all levels of emergency response.
4. Establish and maintain Mutual Assistance Agreements with other utilities.
5. Design and deploy Incident Command System training for appropriate staff.
6. Serve as advisor to the Incident Commander during emergency response situations.
7. Provide curriculum development assistance to System Operations.
8. Serve as liaison to all emergency agencies and the EOC.
9. Serve as the Team lead in AE business continuity planning.
10. Serve as lead and facilitator of AE emergency and business continuity drills as needed to assure preparedness

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of the Incident Command System and emergency response planning
- Knowledge of applicable processes, techniques, and methods.
- Knowledge of Federal, State, Local laws, and ordinances emergency response.
- Knowledge and understanding of electrical facilities, operations and processes in the Electric Service Delivery systems
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in planning and organizing.
- Skill in negotiating common practices between Austin Energy and other emergency agencies.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to train others.
- Ability to quickly recognize and analyze irregular events
- Ability to exercise good judgment, tact and diplomacy in all public dealings

Minimum Qualifications:

- Graduation from an accredited four-year college or university plus four (4) years experience in a related field
- Experience may substitute for education up to four (4) years

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.